



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 9/27/18	<u>Interviewer:</u> Caitlin McGrane	<b>RFA #18- 67</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Employee, [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐  
 Concern Regarding:    Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
9/24/18	[REDACTED] and [REDACTED] both called EO	Both [REDACTED] and [REDACTED] contacted EO about a concern with another employee who has been intimidating other custodial staff and creating a toxic work environment. [REDACTED] had reported the concern to [REDACTED]. [REDACTED] indicated he recommended [REDACTED] contact EO because it is possible that race/ethnicity could be a factor in the harassment. Several of the employees belong to a racial/ethnic minority, and [REDACTED] indicated the person may be more readily intimidating to some of the employees who are Asian.
9/26/18	CM call to [REDACTED]	CM called [REDACTED] at [REDACTED]. There was no answer and the voice mailbox was full, so CM was unable to leave a voicemail.
9/26/18	CM call to [REDACTED]	CM phone call to [REDACTED] confirmed he had not seen any of the conduct first hand, but is one of [REDACTED]'s union reps, and he wanted him to know he could go to the EO. [REDACTED] said he had tried to call [REDACTED] that day, but he was unable to reach him or leave a VM as well. [REDACTED] indicated he thought [REDACTED] was meeting with union members today, including Leonard and Lea Arne with HR.

9/26/18	█████ called CM back	█████ called CM back. Told CM that he had met with HR and his union rep this morning at 800am. Indicated the issue is with his supervisor █████. Said on Monday █████ had a violent outburst towards him in front of the entire crew. █████ indicated he is the only █████ person on the crew. CM scheduled meeting with █████ for 930am on September 27, 2018.
9/27/18	CM met with █████ and his union representative, Sarah	█████ and his union rep, Sarah, came to meet with CM in the EO office.
9/28/18	CM phone call to Lea A in HR	CM left VM for Lea in HR asking her to call back re █████.
10/4/18	CM email from Megan Galley	CM received email from Megan Galley in HR wanting to speak about █████ follow up on the voicemail CM left Lea. CM was out of the office the week of 10/1-10/5.
10/8/18	CM phone call with Megan Galley	CM phone call with Megan Galley. Informed Megan that █████ and his union rep had met with EO and at that time, from the information given to EO, it sounded like HR would be the most helpful office for his situation. CM told Megan that █████ and his union rep expressed wanting the EO to check in with HR to make sure HR and EO knew who would handle the situation.  Megan indicated that she has met with █████ and explained that HR was still working on the situation. Megan indicated she would continue to check in with █████ and would inform him that he can always go to EO if he has concerns related to issues EO handles.
10/15/18	CM Phone call with █████	CM phone call with █████ had asked Sue during an unrelated meeting about David because she had reached out to █████ about a week and a half ago while he was on vacation. CM update █████ and told him that EO had met with █████, but the concerns raised sounded like they would be more effectively addressed by working with HR.
10/15/18	CM phone call to █████	CM called █████. There was no answer and the voice mailbox was full, so CM was unable to leave a voicemail.
10/15/18	█████ called CM back	█████ indicated he was still working with HR. █████ said things are going back to normal and have calmed down. █████ thanked CM for calling and checking in. CM reminded him that if he had any issue that he thought could be handled by the EO office, that he should feel free to contact the EO office.